

RECEIVABLES CREDIT/DEBIT MEMO FORM

Note: Complete this form electronically and use the drop down menus when provided.

Today's Date:	Oct 30,2012	
Station:	KMBC	Drop Down
Sales Region:	NATIONAL	Drop Down
Agency:	Strategic Media Placement	
Advertiser:	Akin/R/Senate	
Invoice #	967570	Net Invoice Amount
Invoice Date		Amount Paid
	Adjustment to Gross Billing	\$ 50.00
	Adjustment to Net Billing	\$ 42.50
AE Name:	Meredith Thompson	
SM Name:	Tony Kim	
Reason for DEBIT/CREDIT:	POLITICAL RATE ADJUSTMENT	Drop Down
	(Field Required - must use drop down list)	

EXPLANATION (Please explain in detail):

LUR for the w/o 10/22
 Sun 5am news 5a-6a =2x @ \$60 Lur L3 \$35 total rebate \$50

Revised invoice required? _____

REQUIRED APPROVALS:

Local AE	Local Sales Region	(Web & Mobile when applicable)
LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
Regl Controller	All debits/credits	

Form with all required approvals emailed to Regional C&C Manager

Input to Wide Orbit on: _____ by _____

Updated 03/15/12

HEARST television inc

RECEIVABLES CREDIT/DEBIT MEMO FORM

Note: Complete this form electronically and use the drop down menus when provided.

Today's Date:	Oct 23,2012	
Station:	KMBC	Drop Down
Sales Region:	NATIONAL	Drop Down
Agency:	Strategic Media Placement	
Advertiser:	Akin/R/Senate	
Invoice #	962808-1	Net Invoice Amount
Invoice Date		Amount Paid
	Adjustment to Gross Billing	\$ 120.00
	Adjustment to Net Billing	\$ 102.00
AE Name:	Meredith Thompson	
SM Name:	Tony Kim	
Reason for DEBIT/CREDIT:	POLITICAL RATE ADJUSTMENT	Drop Down
	(Field Required - must use drop down list)	

EXPLANATION (Please explain in detail):

LUR for the w/o 10/15

First news 6a M-F 6a-7a =2x @ \$400 Lur L3 \$340 total rebate \$120Gross/ \$102 net

Revised invoice required?

REQUIRED APPROVALS:

Local AE	Local Sales Region	(Web & Mobile when applicable)
LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
Regl Controller	All debits/credits	

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